

CONFIDENTIAL

JUN 4 1956

MEMORANDUM FOR: Staff and Division Budget/Fiscal Officers

SUBJECT : Processing of Travel Claims by Finance Division

A memorandum dated 26 March 1956, written by Chief, Finance Division and concurred in by Chief, Audit Staff, sets forth the Finance Division policy with regard to the processing of travel claims which are understated. Since this policy will effect your office, it is quoted below for your information:

"1. Occasionally claims received in Finance Division are determined to be understated due to improper calculation of per diem or incorrect listing of allowable items.

"2. In order to expedite the clearance of claims, all auditors will follow the practice of correcting claims, (including upward revision of amount claimed) to properly reflect amounts due based on itinerary and supporting documentation. Certifying Officers are authorized to certify for payment in the corrected amount all properly supported claims without return to the claimant for resubmission in the revised amount.

"3. The appropriate Budget and Fiscal Office and the claimant will be notified of the certified amount of all claims cleared in amounts different from the original submission."

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